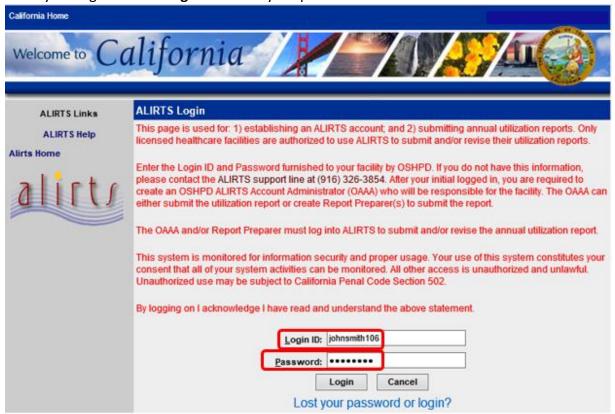
Revising Your Report

If you are looking to revise an Annual Utilization Report that has already been started, follow the steps below.

1. Login in to the ALIRTS by clicking "Login" on the left side of the screen, inside the grey bar.



2. Enter your login on the "Login" line and your password on the "Password" line



If you forgot your login, see the "Forgot Your Login and/or Password?" worksheet

3. After you are logged in, you should see "You are logged in as:" with your username below it in red, if not go back to step 1.



4. Type in your OSHPD ID # or Facility Name in the search box then click "Search"



5. The next screen should show your license number, facility name, OSHPD ID number, facility type, and the two actions, "View License" or "View Reports".

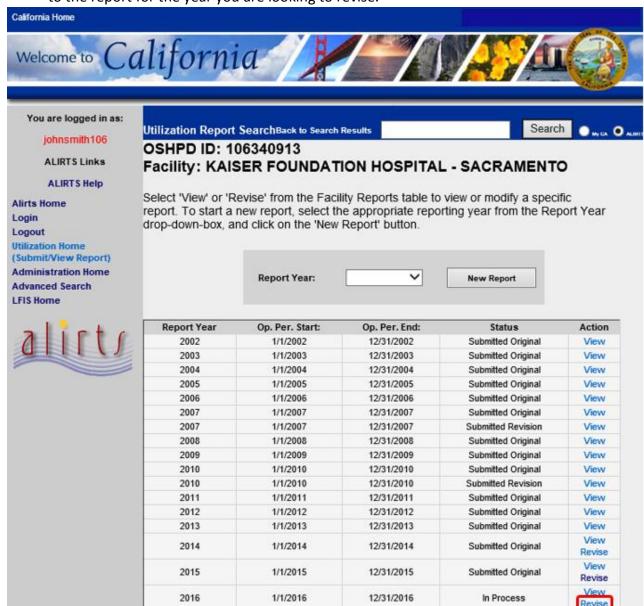


If you cannot find your facility in ALIRTS, please contact OSHPD at (916) 326-3854.

6. To see your facility's submitted Annual Utilization Reports to ALIRTS, click "View Reports" in the "Action" box.



7. To continue working on an "In Process" report, click "Revise" in the "Action" box next to the report for the year you are looking to revise.



8. To change or correct information for an already submitted report, click "Revise" in the "Action" box next to the words "Submitted Original" for the year you will be revising.

